

GOVERNOR'S OFFICE of CRIME CONTROL AND PREVENTION

FY 2020 Gun Violence Reduction Grant (GVRG)

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 7, 2019

**Funded through:
The State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

In accordance with the Responsible Gun Safety Act of 2000, the Gun Violence Reduction Grant is open to law enforcement agencies and/or prosecutors who have a demonstrated need, combined with a viable plan for addressing firearms related violence in their jurisdictions.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Gun Violence Reduction Grant Program (GVRG)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of GVRG is to help local law enforcement agencies and/or prosecutors develop and implement strategies specifically intended to reduce gun related crime in the State of Maryland. This supports GOCCP's objectives of developing coordinated criminal justice strategies and the development of data driven approaches, that improve information sharing.

GOCCP will collaborate with the Ceasefire Council to evaluate grant applications.

Priority will be given to requests that support the objectives outlined above as well as the concept of operation for the Maryland Criminal Intelligence Network (MCIN) which focuses on identifying, disrupting, and dismantling gangs and violent criminal networks involved in the distribution of illegal drugs, the use of firearms in crimes of violence, firearms trafficking, human trafficking, or other inherently violent criminal enterprises, through enforcement, prevention, intervention, and reentry strategies. MCIN seeks to reduce violent crime by facilitating the formation of information technology-enabled partnerships that lead to the improved investigation and prosecution of violent criminals and their networks.

If you need application assistance, please contact:

Angela Carpintieri, Program Manager
410-697-9297
Angela.Carpintieri@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

GOCCP's success is measured by grantee success. It is critical that we hear from you, our customers. To share your ideas on how the GOCCP can serve you better, email your program manager.

Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

The following entities in Maryland are eligible to submit no more than one application for GVRG funding:

- Law Enforcement
- Prosecution

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Gun Violence Reduction Grant (GVRG)

C. Submission Date

February 7, 2019

D. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

E. Funding Opportunity Description

GOCCP has made \$926,940 available for GVRG and anticipates making no more than 15 awards that range from \$25,000 to \$100,000 for FY 2020. New applicants and current grantees may respond to this solicitation. **ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE OF MARYLAND.**

The Responsible Gun Safety Act of 2000 established the Maryland Ceasefire Council (hereafter referred to as the Council) to assist in the establishment of programs designed to reduce the incidence of firearms related crime.

The Council, which consists of eleven members, is chaired by the Secretary of the Maryland State Police or by the Secretary's designee. Pursuant to Maryland law, the administration of the Council rests with GOCCP (Annotated Code of Maryland, Public Safety Article, Section 5-502 Volume and 2005 Supplement).

GOCCP is responsible for the administration of funds awarded under this program and is authorized to award grants using those funds to qualified recipients. GOCCP will collaborate with the Council to evaluate grant applications.

The Responsible Gun Safety Act of 2000 was established to provide funds to help local law enforcement agencies and/or prosecutors develop and implement strategies specifically intended to reduce gun related crime in the State of Maryland. By statute, GOCCP, working in conjunction with the Council, may only consider funding for programs that support one or more of the following efforts:

- Comprehensive and coordinated law enforcement and prosecution programs that target criminals and juveniles who use or illegally possess firearms;
- Law enforcement and prosecution salaries and overtime in support of firearms reduction programs;
- Covert firearms related investigations and debriefing of criminal and juvenile arrestees and offenders for information related to illegal firearms trafficking;
- Initiatives that support the identification of illegal firearms traffickers and the tracing of firearms used to commit crimes or delinquent acts;

- The purchase of technology and information systems to support firearms violence reduction initiatives; and/or
- Other efforts that aid in the apprehension and prosecution of criminals and juveniles who use or illegally possess firearms.

As outlined on page 2, priority will be given to those applications that also support the concept of operation for the Maryland Criminal Intelligence Network (MCIN) program.

III. PROGRAM REQUIREMENTS

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of firearms trafficking organizations identified.
- Number of firearms trafficking organizations disrupted.
- Number of firearms trafficking organizations dismantled.
- Number of gun arrests made.
- Number of gun cases referred for federal prosecution.
- Number of gun cases prosecuted locally.
- Number of NIBIN hits conducted during the reporting period.
- Number of guns seized.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is January 31, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Carpintieri at 410-697-9297 or Angela.Carpintieri@maryland.gov.

V. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized

with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	January 31, 2019
Deadline to Submit an Online Application	February 7, 2019
Letters of Intent Emailed/Denial Letters Emailed	May 1, 2019
Award Documents Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. EVALUATION

GOCCP, along with the Maryland Ceasefire Council, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

The Gun Violence Reduction Grant is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the Gun Violence Reduction Grant for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with the Gun Violence Reduction Grant program grant funds within a sub-recipient's organization:

- Personnel
- Operating Expenses
- Contractual Services
- Travel

- Equipment
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis. OffenderWatch may be included in this category.)

C. Unallowable Costs

The following services, activities, and costs cannot be supported with Gun Violence Reduction Grant Program funding:

- Rental Fees
- Printing Costs
- Telephone/Fax
- Food/Beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.